

**RFP0258**  
**REQUEST FOR PROPOSALS**  
**for**  
**NEW YORK STATE COMPANION ANIMAL CAPITAL PROJECTS**  
***Competitive Grants to Not-for-Profit Pounds, Shelters and Humane Societies***  
**QUESTIONS AND ANSWERS**  
**January 11, 2022 - FINAL**

**1) Are rabbits considered domestic animals under the RFP0258?**

No, domestic animals includes solely cats and dogs.

**2) While our organization does not have a contract with a municipality, we are in place to accept any pets that were adopted from the previous organizations from our location that must be surrendered (this is like a contract). Would we be eligible under the RFP0255 as a shelter with a municipal contract, or are we strictly eligible under RFP0258?**

A shelter that is designated as an approved shelter to accept surrendered pets does not qualify as an eligible applicant under RFP0255. In order to apply under RFP0255, an organization must be a pound or shelter for dogs established and maintained pursuant to section 114 of the New York Agriculture and Markets Law.

**3) What happens if a shelter submitting a grant proposal can't reach the 30% MWBE goal?**

Per section 7.5 of the RFP, a successful applicant will be able to submit a request for a partial or total waiver of established MWBE goal requirements. Such requests may be made at any time during the term of the Contract, but must be made no later than prior to the submission of a request for final payment on the Contract.

MWBE requirements are not expected to be fulfilled until after a grant has been awarded and a contract has been executed.

**4) Which year is required for the animal statistics template? Can they choose either 2020 or 2021? Or do you prefer one specific year?**

The Annual Statistics Report can be completed using data from either 2020 or 2021.

**5) Will contractors be required to use the prevailing wage?**

The Department is unable to answer this question. Please refer all questions regarding the applicability of prevailing wage to your specific project to the Department of Labor, [Bureau of Public Work](#).

**6) If a facility expansion will be built off-site and brought to the shelter by a modular homes company will the construction being done off-site be eligible for funding?**

Yes, the direct costs related to the construction of a structure off-site would be an eligible expense.

**7) We have a 30-year lease on the building that houses our shelter, but we are not the building owners. Are we still eligible to apply for this year's RFP?**

Yes, an eligible applicant that does not own the property where the shelter facility is located can still apply for this grant. However, upon award, the applicant must be able to provide a fully executed written agreement between the property owner and the applicant, or a resolution if the property is owned by a municipality, allowing the applicant to use the property as a shelter facility for at least five (5) years after the completion date of the project.

**8) Can we apply to make repairs to structural damage that directly affects animals in our care?**

Yes, per section 2 of the RFP, capital projects necessary for the secure containment, health and adequate care of sheltered dogs and cats are eligible for funding. Eligible expenses include direct costs related to the construction, renovation, rehabilitation, installation, acquisition, or expansion of buildings, equipment or facilities.

**9) With the current supply chain issues affecting the construction industry, will there be any allowance given for start and completion dates for construction?**

Per section 2.4 of the RFP, actual construction must begin within 3 months of the date the contract is approved by the Office of the New York State Comptroller (OSC). Projects must be completed within 2 years of the date the contract is approved by OSC. However, if an awardee experiences delays in construction due to supply chain issues they will be able to request a no cost date extension on the contract.

**10) Besides the sheltering and adoption of cats and dogs, some shelters can also provide services for large animals, wildlife, and small animals. Can a construction project include the care and sheltering for these kinds of animals or does it have to solely focus on cats and dogs?**

Per section 2.1 of the RFP, only capital projects necessary for the secure containment, health and adequate care of sheltered dogs and cats are eligible for funding. Projects that will provide for the care and sheltering of large animals, wildlife, and other small animals would not be eligible for funding under this RFP.

**11) How many people will review each application and who is on the review panel? Are applications being reviewed by state Ag & Markets employees or by peers or advocacy groups in the animal welfare community?**

All eligible proposals will be evaluated by a panel of at least three evaluators designated by the Department. Evaluators may include an employee of the Department of Agriculture and Markets, a former state animal health inspector and dog control officer and the former executive director of an animal welfare organization.